

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
HUMAN RESOURCES SHARED SERVICE CENTER**

**Position Description Coversheet** (Please read instructions on back)

1. Position No.  
**EPGS19040**

2. Incumbency Allocation Only?  
**May not be IA'ed**

3. Reason for Submission <b>New</b>	4. Employing Office Location <b>Washington, D.C.</b>	5. Duty Station <b>Washington, DC</b>	6. BUS Code <b>8888</b>
Explanation (Show any positions replaced)	7. Fair Labor Standards Act <b>Non-exempt</b>	8. Financial Statements Required <b>OGE-278 Required</b>	9. Cybersecurity Code a.
	10. Position Status <b>Excepted (Sched. C)</b>	11. Supervisory Status Code <b>8-All other positions</b>	b.
	12. Competitive Level Code <b>001</b>	13. Competitive Area	c.
	15. Extramural %	16. Functional Class Code <b>001</b>	14. Drug Testing <b>No</b>
	18. Position Sensivity <b>Non- Sensitive</b>	19. Security Clearance <b>None</b>	17. Medical Monitoring
	21. Emergency Essential	22. Developmental Position <b>No</b>	20. Position Risk <b>High</b>
		23. Full Performance Level <b>GS-12</b>	

24. Position Classification	Official Title of Position	Pay Plan	Occupational Code	Grade
a. Official Allocation	<b>Special Assistant to the Deputy Administrator</b>	<b>GS</b>	<b>0301</b>	<b>12</b>

25. Organizational Title of Position (if different from official title)	26. Name of Employee (if vacant, state such) <b>COXEN, Carrie</b>
-------------------------------------------------------------------------	----------------------------------------------------------------------

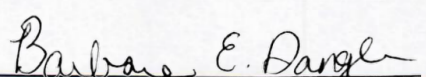
27. Department, Agency, or Establishment Hierarchy	
a. 1st Tier Org Code	1st Tier Org Description <b>U. S. Environmental Protection Agency</b>
b. 2nd Tier Org Code <b>A000000</b>	2nd Tier Org Description <b>Office of the Administrator</b>
c. 3rd Tier Org Code	3rd Tier Org Description
d. 4th Tier Org Code	4th Tier Org Description
e. 5th Tier Org Code	5th Tier Org Description

28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <b>Ryan T. Jackson, Chief of Staff</b>		b. Typed Name and Title of Higher-Level Supervisor or Manager <b>Andrew R. Wheeler, Administrator</b>	
Signature 	Date <b>4/12/19</b>	Signature 	Date <b>4/12/17</b>

29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.

Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.

a. Typed Name and Title of Official Classifying the Position <b>Barbara Dangler, HR Specialist</b>		30. Position Classification Standards Used in Classifying/Grading Position <b>PCF for Misc Admin &amp; Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90</b>
Signature 	Date <b>5/7/19</b>	

31. Remarks  
**Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.**

19 0833116

**SPECIAL ASSISTANT TO THE DEPUTY ADMINISTRATOR**  
**GS-0301-12**

**INTRODUCTION**

This position is located in the immediate office of the Office of the Administrator. The proposed incumbent will serve as Special Assistant to the Deputy Administrator.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Deputy Administrator (DA). A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Deputy Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Deputy Administrator in correspondence and other communications with Agency managers and program officials.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Incumbent serves as Special Assistant to the Deputy Administrator and provides advice and assistance in the areas of planning, policy formulation and implementation, and control and coordination of programs relating to the Office of the Administrator. Serves as a sounding board on issues and problems which require the Deputy Administrator's personal attention. Advises these officials on the impact of management policies being considered for implementation and recommends alternative policies and courses of action. The position channels information and screens matters that are to be taken up directly with the Deputy Administrator in order to conserve their time and relieve them of the details of office management. Tact, discretion, a broad knowledge of Agency activities, as well as experience and resourcefulness are essential in meeting a variety of complex and difficult inter-personal relationships.
2. Ascertains the reasons for a visit or telephone call and decides whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Deputy Administrator. Schedules appointments, determines which take precedence, decides when an appointment may be interrupted, canceled, rescheduled, etc., as necessary without prior approval. On matters which are covered by established policies, explains procedures based on own knowledge of supervisor's thinking.
3. Based on extensive knowledge of the functions and organization of the Office of the Administrator and the policies of the Deputy Administrator, composes replies of a technical nature to a variety of correspondence. Prepares replies to invitations to the Administrator by virtue of supervisor's position. Reads a large quantity of material, summarizes pertinent information, pointing out particularly those points which conflict with supervisor's expressed



views. Acts as liaison between the Deputy Administrator and other staff for assigned tasks for the purpose of keeping the Deputy Administrator informed of events scheduled to occur in the near future, and current status of assignments and program activities. Monitors telephone calls, attends meetings, or is briefed on meetings immediately after they take place in order to know what commitments were made and what developments occurred in matters of concern to the supervisor and other Agency officials. On own initiative, as necessary, informs staff and office heads of developments in such conversations and meetings and arranges with them for the implementation of commitments made by the Deputy Administrator.

4. Maintains calendar of appointments and conferences and keeps informed of the Deputy Administrator's schedule of activities and commitments to remind them in advance of commitments made. Assembles background information and data, as required, for the Administrator's use in meetings and conferences.
5. Responsible for attending conferences and meetings either with or as a representative of the Deputy Administrator. In this capacity, coordinates all action items that require response or information to flow to the Deputy Administrator. If acting as the Deputy Administrator's representative, acts as their spokesperson and will outline policy guidance and make commitments, as previously determined by the DA.
6. Communicates with key Agency officials, other top level Federal and non-Federal officials and representatives of interested outside groups for the Deputy Administrator. Considers and studies comments/proposals in relation to the Deputy Administrator's objectives, the background and purpose of the Agency and its programs, and existing policies, regulations and laws pertaining to the programs. Evaluates problems/new or changing requirements by considering all of the factors which may influence the Agency's programs and collaborates with the Deputy Administrator in developing plans and programs both immediate and long-range, to achieve the Agency objectives.
7. Conducts ongoing liaison with the organizations within EPA, the White House, OMB, other Federal agencies and key officials in State and local governments to assure continuous harmonized relationships and to promote a cooperative interchange of concepts and ideas. In such dealings, represents and speaks authoritatively for the Deputy Administrator. The incumbent will act as a source of information for the Deputy Administrator, keeping them informed of significant happenings and trends.
8. Keeps abreast of important developments affecting Agency policies and operations and presents background information and personal viewpoints and advice to the Deputy Administrator. Reviews the Deputy Administrator's releases and advance copies of other materials to determine consistency with announced policies and to detect and forewarn as to possible unfavorable public reaction or criticism.
9. At the Deputy Administrator's discretion, conducts ad hoc studies or special assignments into subjects which concern wide program areas, and highly sensitive issues.

For this purpose, establishes contacts at the highest official levels, develops information, evaluates findings, prepares reports and makes recommendations to the Deputy Administrator through personal briefings.

10. Performs other duties as assigned.

## **FACTOR LEVELS**

### **FACTOR 1: KNOWLEDGE REQUIRED-LEVEL 1-7**

**1250 POINTS**

Incumbent must have a thorough and complete knowledge of the Agency organizational structure; key staff, delegated functions and program locations. Must be cognizant of current high priority and sensitive program issues and policies being addressed in the Agency. Must have the capacity to make rapid, accurate decisions on a large volume of communications flowing through the Office of the Administrator for rapid and appropriate disposition. Ability to negotiate sensitive issues effectively and to effectively express ideas orally and in writing, to organize ideas and present facts in an objective manner.

Skill dealing with officials at the highest levels of Federal, State and local government and Congressional staffs.

Ability to work effectively under the pressure of tight time frames and rigid deadlines. Knowledge of the program goals and objectives, work processes, and administrative operations of the Agency.

Comprehensive knowledge of the Deputy Administrator's policies and views on all significant organizational matters in order to develop materials for the DA's use and to brief staff members or other persons outside the organization on supervisor's views on current issues.

A thorough knowledge of the duties, priorities, commitments, policies, and goals of the Deputy Administrator and the Office of the Administrator.

### **FACTOR 2: SUPERVISORY CONTROLS-LEVEL 2-4**

**450 POINTS**

The incumbent works under the general supervision of the Deputy Administrator. The employee develops an acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. The employee works under broad guidance principles established by the Office of the Administrator and is fully responsible for day-to-day management decisions operating under own initiative. Incumbent is expected to implement existing policy as it applies to problems relating to the smooth running of the Office of the Administrator. Work is reviewed in terms of established standards and instructions on timeliness and quality. Results of the work are normally accepted without significant changes. The incumbent is expected to bring complex issues to the Deputy Administrator and seek advice and guidance in sensitive cases. The incumbent is expected to have in-depth knowledge of the substantive functions of the organization and its program objectives and regulatory procedural requirements.



**FACTOR 3: GUIDELINES-LEVEL 3-4****450 POINTS**

Guidelines consist of Agency policy and guidance, general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent-setting studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may refine or develop more specific guidelines such as implementing regulations or methods.

**FACTOR 4: COMPLEXITY-LEVEL 4-4****225 POINTS**

The work includes various duties involving different and unrelated processes and methods. The incumbent must identify and understand the inter-relationships between the various procedures and controls, between the various operations of the office and those interested in its operations. Decisions on what needs to be done are based on the Special Assistant's knowledge of the priorities and goals of the Deputy Administrator.

**FACTOR 5: SCOPE AND EFFECT-LEVEL 5-4****225 POINTS**

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations and to analyze and resolve problems in the effectiveness and efficiency of administrative support and staff activities. Work involves establishing criteria to measure and/or predict the attainment of organizational goals and objectives. Work includes developing related administrative regulations and promulgating program guidance for application across organizational lines.

Work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and administrative support activities at different echelons within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons. Work may affect the nature of administrative work done in components of other agencies (e.g., in preparation and submission of reports, in gathering and evaluating workload statistics, or in routing and storing official correspondence or files).

**FACTOR 6: PERSONAL CONTACTS · LEVEL 6-4****110 POINTS**

The personal contacts are with high ranking officials from within and outside the Agency at national and international levels in highly unstructured settings. For example, high ranking officials within EPA, other Federal agencies, environmental groups, the White House, Members of Congress, etc. Contacts are characterized by problems such as the officials may be relatively inaccessible; arrangements may have to be made for accompanying staff members; appointments may have to be made well in advance; each party may be very unclear as to the role and authority of the other; and each contact may be conducted under different ground rules.

**FACTOR 7: PURPOSE OF CONTACTS- LEVEL 7-2****50 POINTS**

Contacts are for the purpose of planning and coordinating the work of the Office, resolving problems through such duties as ensuring that all secretarial work is carried out efficiently and effectively; ensuring the smooth flow of correspondence, decisions, arranging meetings/conferences; and tracking assignments to ensure that required actions are completed.

**FACTOR 8: PHYSICAL DEMANDS-LEVEL 8-1****5 POINTS**


The incumbent's work requires some walking, standing, bending, and carrying light objects such as books and papers.

**FACTOR 9: WORK ENVIRONMENTAL -LEVEL 9-1****5 POINTS**

The work is performed in an office setting.

**TOTAL POINTS: 2770****GS-12 Grade Range: 2755-3150**

## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: Office of the Administrator	
Position Title: Special Assistant to the Deputy Administrator	
Pay Plan/Series/Grade (Full Performance Level): GS-0301-12	
Service Agreement Number (SAN): BV11A0000	
Supervisor Name: Ryan T. Jackson	Supervisor Phone Number:
Supervisor Signature: 	

### STANDARDIZED POSITIONS

Position Title
Select One

### NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="checkbox"/> Federal Agency <input type="checkbox"/> Interest Groups <input type="checkbox"/> Agency <input type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input type="checkbox"/> Private Industry <input type="checkbox"/> State <input type="checkbox"/> Media <input type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain: Day to day responsibilities in his/her managerial capacity.		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain: Decisions/recommendations made depending upon Authority given in PD structure		

*\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.*



## Position Designation Record

Agency EPA  
 Position Title Special Assistant to Deputy Administrator  
 Series and Grade/Pay GS-0301-12  
 Band  
 Position Description GS19040  
 Number  
 Designator's Name & Title Barbara Dangler, HR Spec

### Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	Unlimited access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could severely impact the public's trust, through substantial damage/harm to: <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>
Government service delivery, including customer service or public liaison duties	Duties involve customer service responsibilities and/or public liaison that could severely impact

<b>Duties</b>	<b>Degree of Potential for Compromise or Damage</b>
	<p>the public's trust through severe damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>

### Adjustment for Program Designation and Level of Supervision

<b>Adjustments</b>	<b>Label</b>
<b>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</b>	Agency impact
<b>Adjustment for level of supervision or other controls</b>	Periodic, ongoing review - ability to act independently a lot of the time

### Total Points Designation

<b>Label</b>	<b>Points</b>
<b>Total Initial Position Designation Points from Step 2</b>	100
<b>Adjusted Position Designation Points from Step 3</b>	85

<b>Investigation</b>	<b>Form Required</b>
T4	SF 85P

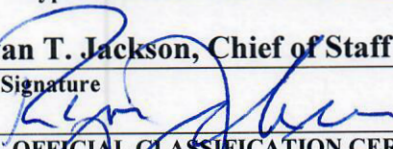
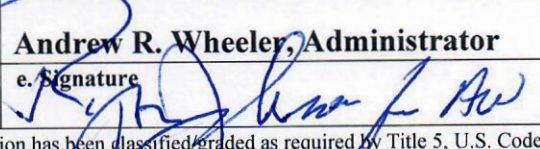
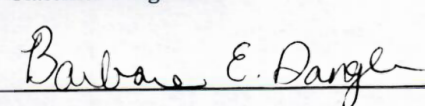
<b>Sensitivity</b>	<b>Risk Level</b>
Non-Sensitive	High Risk

Signature: Barbara E. Dangler

Date: 4/10/19

Name: Barbara Dangler



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPGS19045	
3. <b>CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Advance Associate	GS	0301	09	001
<b>4. Supervisor's Recommendation</b>	ADVANCE ASSOCIATE	GS	0301	09	
5. <b>ORGANIZATIONAL TITLE OF POSITION</b> (if any)		6. <b>NAME OF EMPLOYEE</b> Ditlevson, Michael			
		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c.		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
<b>8. SUPERVISORY STATUS</b>					
<input type="radio"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="radio"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="radio"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="radio"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="radio"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="radio"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. <b>SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. <b>Typed Name and Title of Immediate Supervisor</b>		d. <b>Typed Name and Title of Second-Level Supervisor</b>			
Ryan T. Jackson, Chief of Staff		Andrew R. Wheeler, Administrator			
b. <b>Signature</b>	c. <b>Date</b>	e. <b>Signature</b>	f. <b>Date</b>		
	4/18/19		4/18/19		
10. <b>OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. <b>Promotion Potential</b> <input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. <b>PSB Risk Designation</b> <input type="radio"/> 1 Low <input checked="" type="radio"/> 2 Moderate <input type="radio"/> 3 High Security Clearance Required: No	c. <b>Financial Disclosure Form</b> OGE-450 Required XOGE-278 Required No financial disclosure forms required	d. <b>"Identical, Additional" (IA) Allocation</b> This position <input type="radio"/> may be IA'ed <input checked="" type="radio"/> may not be IA'ed <input type="radio"/> is limited to current incumbent		e. <b>FLSA Determination</b> <input checked="" type="radio"/> NONEXEMPT <input type="radio"/> EXEMPT* (*check exemption category) <input type="radio"/> Administrative <input type="radio"/> Professional <input type="radio"/> Executive	f. <b>Functional Classification Code</b>  N/A
g. <b>Bargaining Unit Code</b> 8888	h. <b>Check, if applicable:</b> <input type="radio"/> Medical Monitoring Required <input type="radio"/> Extramural Resources Management Duties ( 0 % of time) <input type="radio"/> This position is subject to random drug testing ( )		i. <b>Classifier's Signature</b> 		j. <b>Date</b> 5/6/19
11. <b>REMARKS</b> Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

**ADVANCE ASSOCIATE**  
**GS-0301-09**

**INTRODUCTION**

This position is located in the Immediate Office of the Office of the Administrator on the Operations Staff. In this capacity, the incumbent serves as Advance Associate, with the responsibility for providing advice and oversight in the area of advance, event production and management, logistical support for national and international conferences and meetings involving the Administrator.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Administrator. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Associate Administrator in correspondence and other communications with Agency managers and program officials.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Provides advice and support to the Director of Advance through technical support and coordination with the Scheduling Staff, and in coordinating the strategic schedule of the Administrator with the Office of the Administrator's Scheduling Staff and Advance Staff, the Office of Public Affairs, and the Office of Policy. Applies analytical approaches, methodology, concepts and techniques to planning and carrying out small studies/projects to aid the organization in planning the Administrator's schedule and other tasks related to the work of the Operations Staff.
2. Works with more senior staff to coordinate all logistics surrounding events like town hall meetings. That includes travel arrangements, day-of schedule, sometimes connecting the Administrator with the media, and ensuring an appropriate level of security.
3. Responsible for coordinating all scheduling activities with the Director of Advance or assigned staff. The incumbent meets with officials to ensure all logistical matters are arranged. As a result of these briefings, prepares briefing materials and position summaries for the Administrator concerning Agency, political, and other issues. Incumbent keeps alert and informed on all pertinent proposals, policies, etc.; and advises the Director of Advance on upcoming issues which may be controversial in nature, to ensure that the Administrator has the necessary background information prior to conferences/meetings. Examines current or proposed policies, laws, regulations or administrative procedures to assist in determining potential impact and developing associated recommendations.

4. Maintains ongoing liaison with the organizations within EPA, the White House, other Federal agencies, and officials in State and local governments to exchange information and promote a cooperative interchange of concepts and ideas. Acts as a source of information to keep the Administrator informed of noteworthy happenings and trends.
5. Advises and provides assistance to the Director of Advance and Operations Staff in the planning and coordination of the Administrator's schedule, including all meetings, conferences and travel. This involves contact with program officials in the Agency, as well as throughout the Executive and Legislative Branches of Government, public interest groups, etc.
6. Works with representatives of other Federal Agencies, State and local governments and private sector groups to ensure the coordination and logistical support is provided in meetings, conferences and appearances involving the Administrator with entities outside of the Agency.
7. Performs other duties of a strictly confidential nature, as assigned.

## **FACTOR LEVEL DESCRIPTIONS**

### **Factor 1 - Knowledge Required by the Position**

**Level 1-6 (950 points)**

Knowledge of and skill in applying analytical and evaluative methods and techniques for assessing advance program development and improving administrative support for the Operations Staff.

Knowledge of and skill in applying a standard range of methods used to gather, analyze, and evaluate information concerning administrative program development and implementation processes to improve the effectiveness and efficiency of advance activities.

Knowledge of and skill in preparing project papers, staff reports, and oral briefings to encourage understanding and acceptance of findings and recommendations.

### **Factor 2 - Supervisory Controls**

**Level 2-3 (275 points)**

The supervisor assigns specific projects in terms of issues, organizations, functions, or work processes and sets deadlines for completing the work. The employee plans, coordinates, and carries out the successive steps in fact-finding and analysis of issues necessary to complete each phase of assigned projects.

The supervisor provides assistance on controversial issues or on issues for which precedents are not available. Work is reviewed for conformance with overall requirements as well as contribution to the objectives of the task or project.

### **Factor 3 - Guidelines**

**Level 3-3 (275 points)**

Guidelines consist of Agency policy, higher echelon directives, or project specifications. Policies and precedent studies provide a basic outline of results desired but do not go into detail concerning methods. Relevant manuals, policy guidelines and regulations are available for reference purposes. These guidelines, regulations, policies and procedures frequently need interpretation in how and when they are applied and used.



**Factors 4 - Complexity****Level 4-3 (150 points)**

The work involves dealing with problems and relationships of a procedural nature rather than the substance of administration and/or issues. Projects usually take place within the organization with related functions and objectives. The employee uses established analytical techniques to gather narrative or statistical information to manage the collection, maintenance, and dissemination of government information. Findings and recommendations are based on research of precedent policies and the application of standard administrative guidelines.

**Factor 5 - Scope and Effect****Level 5-3 (150 points)**

The purpose of the work is to assess the effectiveness of current advance programs and advise on resolutions to routine issues utilizing established criteria with an emphasis on program administration. Recommendations influence decisions by managers concerning procedural elements of programs.

**Factor 6/7: Personal Contacts/Purpose of Contacts****Levels 3b (110 points)**

Personal contacts include persons internal and external to the Agency, such as consultants, contractors, or employees of other government organizations and the White House in a moderately unstructured setting.

Purpose of contacts is to collect and exchange information, research problems, provide recommendations for resolving problems, and to plan and coordinate appearances by the Administrator.

**Factor 8 - Physical Demands****Level 8-1 (5 points)**

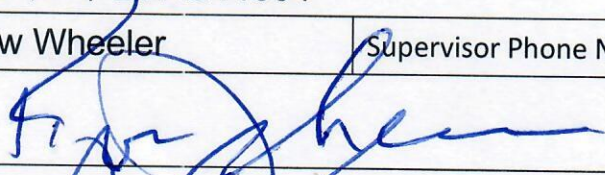
The work is primarily sedentary. There may be some walking, standing, bending and carrying light items and may involve travel to other locations. No special physical demands are involved in performing the work.

**Factor 9 - Work Environment****Level 9-1 (5 points)**

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of office settings. The work area is adequately lighted, heated and ventilated.

**TOTAL POINTS: 1920****GS-09 Grade Range: 1855-2100**

## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: Office of the Administrator	
Position Title: Advance Associate	
Pay Plan/Series/Grade (Full Performance Level): AD-00	
Service Agreement Number (SAN): BVAO11004	
Supervisor Name: Andrew Wheeler	Supervisor Phone Number:
Supervisor Signature: 	

### STANDARDIZED POSITIONS

Position Title
Select One

### NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input type="radio"/> Yes	<input type="radio"/> No
<input checked="" type="checkbox"/> Federal Agency <input type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Local Agency <input checked="" type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input type="checkbox"/> Private Industry <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Media <input checked="" type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.

## Position Designation Record

Agency EPA

Position Title Advance Associate

Series and Grade/Pay GS-0301-09

Band

Position Description GS19045

Number

Designator's Name & Title Barbara Dangler, HR Specialist

### Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	<p>Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>
Government service delivery, including customer service or public liaison duties	Duties involve customer service responsibilities and/or public liaison that could negatively



<b>Duties</b>	<b>Degree of Potential for Compromise or Damage</b>
	<p>impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>

### Adjustment for Program Designation and Level of Supervision

<b>Adjustments</b>	<b>Label</b>
<b>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</b>	Agency impact
<b>Adjustment for level of supervision or other controls</b>	Periodic, ongoing review - ability to act independently a lot of the time

### Total Points Designation

<b>Label</b>	<b>Points</b>
<b>Total Initial Position Designation Points from Step 2</b>	30
<b>Adjusted Position Designation Points from Step 3</b>	20

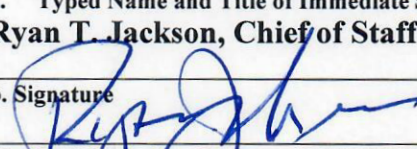
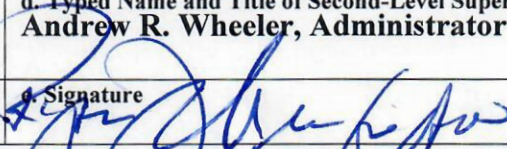
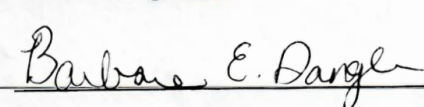
<b>Investigation</b>	<b>Form Required</b>
T2 and T2S	SF 85P

<b>Sensitivity</b>	<b>Risk Level</b>
Non-Sensitive	Moderate Risk

Signature: Barbara E. Dangler

Date: 4/24/19

Name: Barbara Dangler

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPGS19029	
3. <b>CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position PCS for Gen Atty Series, GS-0905, TS-18 5/74, TS-77 12/68, TS-29 8/60, TS-24 10/59					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Attorney-Adviser (General)	GS	0905	14	001
<b>4. Supervisor's Recommendation</b>	ATTORNEY ADVISOR	GS	0905	14	
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)		<b>6. NAME OF EMPLOYEE</b> DZIADOSZ, Anna			
		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Executive Secretariat		g.			
c.		h. Employing Office Location Washington, DC			
d.		i. Organization Code AOE00000			
<b>8. SUPERVISORY STATUS</b>					
<p>Ⓒ [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p>Ⓒ [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p>Ⓒ [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p>Ⓒ [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p>Ⓒ [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Ryan T. Jackson, Chief of Staff		<b>d. Typed Name and Title of Second-Level Supervisor</b> Andrew R. Wheeler, Administrator			
<b>b. Signature</b> 	<b>c. Date</b> 3/28/19	<b>e. Signature</b> 	<b>f. Date</b> 3/28/19		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential Ⓒ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b> Ⓒ 1 <input type="checkbox"/> Low Ⓒ 2 <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> 3 <input type="checkbox"/> High Security Clearance Required: No	<b>c. Financial Disclosure Form</b> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required	<b>d. "Identical, Additional" (IA) Allocation</b> This position Ⓒ may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed Ⓒ is limited to current incumbent	<b>e. FLSA Determination</b> Ⓒ NONEXEMPT Ⓒ XEXEMPT* (*check exemption category) Ⓒ Administrative <input checked="" type="checkbox"/> Professional Ⓒ Executive	<b>f. Functional Classification Code</b>  N/A	
<b>g. Bargaining Unit Code</b>  8888	<b>h. Check, if applicable:</b> Ⓒ Medical Monitoring Required Ⓒ Extramural Resources Management Duties ( 0 % of time) Ⓒ This position is subject to random drug testing ( )		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 3/27/19
<b>11. REMARKS</b>					

## **ATTORNEY-ADVISER (GENERAL)**

**GS-0905-14**

### **I. INTRODUCTION**

The incumbent works under the administrative supervision of the Director and/or Deputy Director of the Office of the Executive Secretariat (OEX) and, as appropriate, under the guidance of the Office of the Administrator (AO) Freedom of Information Act (FOIA) Coordinator. The incumbent works independently exercising judgment, initiating action, developing policies and procedures, handling requests, and drafting work products. At the time an assignment is made, the OEX Director or Deputy Director or AO FOIA Coordinator may provide guidance or background information, but, in general, no specific guidance will be provided when an assignment is made. The incumbent is considered an authority in the assigned work area, and all work is legally sufficient.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the Director, Office of the Executive Secretariat. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Director, Office of the Executive Secretariat and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Director, Office of the Executive Secretariat in correspondence and other communications with Agency managers and program officials.

### **II. MAJOR DUTIES**

Serves as a special adviser/principal legal advisor to the Office of the Administrator. Provides confidential advice and guidance to the Office of the Administrator regarding the legal aspects of FOIA. Represents the views of the Director for the Office of the Executive Secretariat in communication and meetings with internal and external senior management. The incumbent advises the staff of the client program offices on the implementation of these actions and rulemakings.

Provides legal advice and counsel to senior agency officials on the Freedom of Information Act (FOIA), as amended, 5 U.S.C. § 552; the Privacy Act of 1974, as amended, 5 U.S.C. § 552a; the Federal Records Act (FRA), as amended, 44 U.S.C. § 3301 et seq.; other related statutes and Executive Orders; applicable case law; and regulations, policies, and guidance promulgated by the U.S. Department of Justice, the Office of Management and Budget, and other federal agencies. Based on review and analysis of extremely complex and difficult factual issues, advice often requires unique problem solving involving a high order of original and creative legal endeavor balancing conflicting interests.

Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides advice and options to the Director on strategies to accomplish such developments. Plans, directs, and executes studies related to the legal

aspects of FOIA.

Evaluates proposed legislation in terms of the foreseeable effect on AO's policies, procedures, regulations, methods of operations, extent of operation, and on existing legislation. Recommends actions or changes to policies and procedures to manage dissemination of information in accordance with applicable statutes, regulations, policies, or guidance. The incumbent's recommendations are considered in final decisions. The incumbent must facilitate and balance the public's fundamental right to access information on government activities and assess the potential impact on the agency's mission and operations.

Legal advice and guidance often involve areas such as processing of initial requests under the FOIA and Privacy Act; drafting and reviewing Privacy Act System of Records Notices and Privacy Impact Assessments; and addressing records management issues. Working closely with senior staff, the AO FOIA Coordinator, and the Agency FOIA Officer (or their designees), ensures that FOIA and Privacy Act request processing policies, procedures, and activities comply with the FOIA and Privacy Act and applicable regulations, policies, and guidance.

Conducts and/or directs legal research and coordinates with the Office of General Counsel (OGC) for applicable legal opinions on complex and difficult legal issues that present unprecedented and controversial problems and issues that may be high-profile or of broad interest or concern. Identifies potential areas of concern related to the FOIA, FRA, and Privacy Act, addresses legal and policy questions as they arise, and provides policy guidance to OEX, AO staff offices, and the Immediate Office of the Administrator.

Reviews and analyzes often nuanced and complex requests, reviews potentially responsive records and related documents, drafts responses, and compiles indexes of withheld documents. Initiates contacts with program and regional officials and other persons having knowledge of the facts involved in the request, problem, case, or policy question under review or consideration. Obtains information and/or legal references pertinent to the request, problem, case, or policy question under study. Studies legal precedents and prepares recommendations for consideration by OEX, AO, and Immediate Office of the Administrator senior officials.

Assists Office of General Counsel staff and U.S. Department of Justice staff in defending Agency decisions regarding the search, disclosure, or withholding of AO records in response to FOIA and Privacy Act requests that are challenged in litigation. These requests are often complex in nature, requiring detailed analysis and well-developed responses that reflect Agency policy.

Coordinates within the Agency, including with program and regional office staff, FOIA, records management, and Privacy Act staff, Agency attorneys at all levels, and senior officials, potentially including Assistant and Associate Administrators and Regional Administrators. External contacts include requestors and their representatives; federal, state, local, and tribal officials; and, to the extent permitted by or at the direction of OGC, White House personnel. These situations require detailed knowledge of Agency priorities and themes, program requirements and how they affect their contacts' interests, often in a complex and highly technical area.



As requested, serves as a team leader or participates as a member of a team addressing administrative, managerial, and cross-cutting issues or special projects.

Performs other related duties as assigned.

### **III. QUALIFICATIONS**

The incumbent must have an LL.B. or J.D. degree from an accredited law school; must be admitted to practice before the highest court of a state, U.S. territory, Commonwealth of Puerto Rico, or the District of Columbia; and must maintain active status as a member of the bar of one of these jurisdictions. Incumbent must have significant experience in providing legal advice and counsel at EPA, other federal or state agencies, or in private practice.

### **IV. LIMITATIONS OF AUTHORITY**

The incumbent's duties will not extend to issuing legal opinions or final decisions regarding the legal sufficiency of an EPA action, or the interpretation of a statute, regulation, Executive Order, agreement, or contract.

The incumbent is responsible for coordinating legal advice with the EPA Office of General Counsel and assuring that such legal advice is consistent with OGC policies, opinions, and interpretations.

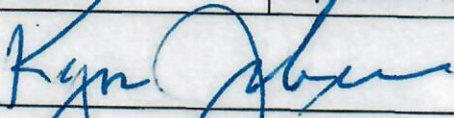
The incumbent is responsible for coordinating legal enforcement advice with the EPA Office of Enforcement and Compliance Assurance (OECA) and assuring that such legal enforcement advice is consistent with OECA policies, opinions, and interpretations.

The incumbent is not authorized to identify himself/herself in any internal or external document, communication, correspondence, filing, or the like in a manner that creates the appearance that the incumbent represents EPA in a legal capacity, unless authorized by the General Counsel or his/her designee.

**Level: D**

**Type: III=GS-14**

# POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: Office of General Counsel	
Position Title: Attorney Advisor	
Pay Plan/Series/Grade (Full Performance Level): GS-905-14	
Service Agreement Number (SAN): BVA110000	
Supervisor Name: Ryan T. Jackson	Supervisor Phone Number:
Supervisor Signature: 	

## STANDARDIZED POSITIONS

Position Title	Attorney Advisor
Select One	

## NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/> Federal Agency <input type="checkbox"/> Interest Groups <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input type="checkbox"/> Private Industry <input type="checkbox"/> State <input type="checkbox"/> Media <input type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain:		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.

## Position Designation Record

Agency EPA  
 Position Title Attorney-Adviser (General)  
 Series and Grade/Pay GS-0905-14  
 Band  
 Position Description GS19029  
 Number  
 Designator's Name & Title Barbara Dangler, HR Spec

### Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	One or more of the following: <ul style="list-style-type: none"> <li>• Mid-level management duties or assignments</li> <li>• Assists agency rule-makers or policy decision-makers for significant public trust government programs in an influential way</li> <li>• Responsible for independent or semi-independent action with moderate impact on efficiency and integrity of the service</li> <li>• Significant public contact about important government programs impacting the public’s trust</li> </ul>
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public’s trust (includes access to or processing of	Access and control over personal, private, proprietary, or controlled

Duties	Degree of Potential for Compromise or Damage
personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	<p>unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>
Government service delivery, including customer service or public liaison duties	<p>Duties involve customer service responsibilities and/or public liaison that could negatively impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>

### Adjustment for Program Designation and Level of Supervision

Adjustments	Label
<b>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</b>	Agency impact
<b>Adjustment for level of supervision or other controls</b>	Limited or no supervision - ability to act independently in almost all areas almost all of the time



## Total Points Designation

Label	Points
Total Initial Position Designation Points from Step 2	45
Adjusted Position Designation Points from Step 3	50

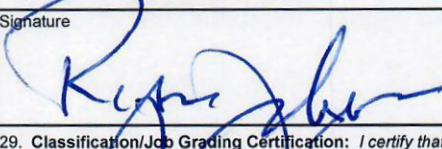
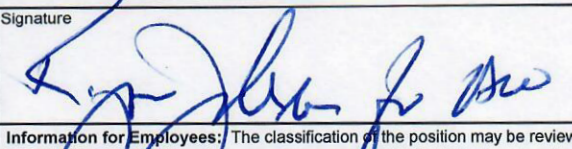
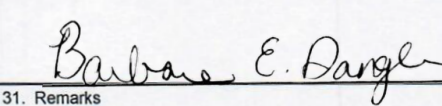
Investigation	Form Required
T4	SF 85P

Sensitivity	Risk Level
Non-Sensitive	High Risk

Signature: Barbara E. Dangler

Date: 3/27/19

Name: Barbara Dangler

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
<b>Position Description Coversheet</b> (Please read instructions on back)				1. Position No. EPGS19038	2. Incumbency Allocation Only? May not be IA'ed
3. Reason for Submission Other	4. Employing Office Location Washington, DC	5. Duty Station Washington, DC	6. BUS Code 8888		
Explanation (Show any positions replaced)	7. Fair Labor Standards Act Non-exempt	8. Financial Statements Required OGE-278 Required	9. Cybersecurity Code a. b. c.		
	10. Position Status Excepted-Schedule C	11. Supervisory Status Code 8-All of other position			
	12. Competitive Level Code 001	13. Competitive Area	14. Drug Testing No		
	15. Extramural %	16. Functional Class Code N/A	17. Medical Monitoring		
	18. Position Sensitivity Non-Sensitive	19. Security Clearance Not required	20. Position Risk Moderate		
	21. Emergency Essential	22. Developmental Position	23. Full Performance Level 11		
24. Position Classification	Official Title of Position			Pay Plan	Occupational Code
a. Official Allocation	Special Assistant to the Office of Congressional and Intergovernmental Relations			GS	0301
25. Organizational Title of Position (if different from official title)			26. Name of Employee (if vacant, state such) EDWARDS, John Holt		
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code	1st Tier Org Description U.S. Environmental Protection Agency				
b. 2nd Tier Org Code	2nd Tier Org Description Office of the Administrator				
c. 3rd Tier Org Code A0F00000	3rd Tier Org Description Office of Congressional & Intergovernmental Relations				
d. 4th Tier Org Code	4th Tier Org Description				
e. 5th Tier Org Code	5th Tier Org Description				
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			b. Typed Name and Title of Higher-Level Supervisor or Manager Andrew R. Wheeler, Administrator		
Signature 		Date 3/26/19	Signature 		Date 3/26/19
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist			30. Position Classification Standards Used in Classifying/Grading Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90		
Signature 		Date 4/26/19			
31. Remarks Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

**Special Assistant to the  
Office of Congressional and Intergovernmental Relations  
GS-0301-11**

**INTRODUCTION**

Located in the immediate office of the Office of Congressional and Intergovernmental Relations (OCIR), in the Office of the Administrator, the incumbent works closely with the Director of Senate Affairs to support the needs of the Office and the Associate Administrator (AA).

The incumbent of the position requested for Schedule C exception will not be able to adequately perform his duties without being privy to the political, personal, and management philosophies of the Administrator and Associate Administrator for the Office of Congressional and Intergovernmental Relations. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Administrator and Associate Administrator, and as such, will be expected to reflect their philosophies in conversation with leading figures of government, business, and other groups. The incumbent will also be obliged to present the views of the Administrator and Associate Administrator in correspondence and other communications with the Agency manager and program officials.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as a personal representative of the Associate Administrator in telephone and personal contacts with high ranking officials of the Office. Ascertains the reason for the visit or telephone call and decides whether the matter to be discussed is of sufficient importance to warrant the personal attention of the Associate Administrator. On matters which are covered by established policy, provides the required information, interprets policies or explains procedures.
2. Maintains continuing liaison with members of the Senate on matters pertaining to programs, plans and policies of the Agency. Maintains a comprehensive knowledge of EPA programs and activities and the related policies of the Administrator. Keeps informed of the philosophies, convictions and special interests of the Associate Administrator and his/her senior level staff. Keeps abreast of the major programs and policies of the Agency that are legislative in nature and are of interest and concern to various members of the Senate.
3. Performs a variety of special assignments, many of a confidential nature. Provides information to the supervisor and other senior staff through personal briefings, special reports, and position papers. Develops and applies analytical approaches, methodologies, concepts and techniques to plan and carry out studies/projects to assist the organization and AA in program planning, measurement, or progress evaluation. Provides insight and advice based on proven techniques and procedures. Provides alternatives to conventional problems identified. Identifies and researches the pros and cons of alternative solutions. Uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance. Plans, evaluates, coordinates, and integrates activities with other applicable staff elements and functions.

4. Examines current or proposed policies, laws, regulations or administrative procedures to determine potential impact and develop associated recommendations. Develops approaches to best implement requirements, resolve issues, define the nature and scope of any problem areas, and communicate potential areas to improve effectiveness and efficiency of program operations. Identifies and develops data required for use in management and direction of programs. Takes initiative to keep current with all changes to governing regulations, laws, directives, circulars, policies, and procedures that impact, or could impact, assigned areas. Maintains an understanding of ongoing efforts and changes of mission within the organization and other related activities.
5. Maintains ongoing liaison with the organizations within EPA, the White House, Congress, other Federal agencies, and key officials in State, local and tribal governments to maintain an effective rapport and to influence internal and external stakeholders to implement their findings. In such dealings, represents the Office of Congressional and Intergovernmental Relations and acts as a source of information to keep the Associate Administrator and other senior staff informed of significant events, activities, and trends.
6. Attends meetings, as requested, for or with senior management officials for fact findings, problem solving, and negotiation. These assignments require the utmost tact, diplomacy and perception regarding the subject and persons involved. Assists in the preparation of reports and analyses for presentation to senior managers, as required. In this capacity, coordinates all information that requires his/her awareness, input or action.
7. Researches and coordinates data on existing and/or newly established organizations, positions, programs, and policies by gathering and maintaining centralized records and reports as required by Federal law, regulation, and Agency procedures. Gathers and evaluates programmatic data to develop recurring or special reports, prepare executive briefings and similar materials for use by management in carrying out and reporting on program accomplishments. Collects, evaluates, and develops executive summaries, metric data, and annual report data for assigned areas. Prepares presentations and briefings on studies/analyses/evaluation results, in support of the overall program requirements, as assigned. Prepares, presents, and defends data developed for this purpose.
8. Writes and prepares briefing material, position papers and responses to Congressional inquiries on behalf of the AA and DAA. As needed, assists the Director of Senate Affairs in preparations for Congressional hearings.
9. Performs other related duties, as assigned.

## **FACTOR LEVEL DESCRIPTIONS**

### **Factor 1 - Knowledge Required by the Position**

**Level 1-7 (1250 points)**

Extensive knowledge and understanding of administrative principles, practices, methods and techniques, and skill in integrating management services and program support with the general management of an organization to support senate affairs and the AA.

Knowledge and skill in applying analytical and evaluative methods and techniques to a wide variety of issues sufficient to plan, organize, and carry-out program assignments to maintain,



improve or create systems and programs directly related to the activities and events associated with the Office of Congressional and Intergovernmental Relations.

Keeps informed of the philosophies, convictions and special interests of the Administrator and his/her senior level staff. Keeps abreast of the major programs and policies of the Agency that are legislative in nature and are of interest and concern to various members of the Senate.

Ability to develop procedures for the conduct of administrative support functions for management as well as resolution of the difficult every-day problems encountered in the organization serviced.

Knowledge of and skill in identify new methods, approaches, or procedures to eliminate and avoid concerns, issues, and/or perspectives regarding the operations of staff throughout the Office.

Knowledge of EPA regulations and policies, pertinent laws, regulations, policies and precedents which affect administrative operations of the Office of Congressional and Intergovernmental Relations.

Interpersonal skill in presenting recommendations and negotiating solutions.

## **Factor 2 - Supervisory Controls**

**Level 2-4 (450 points)**

The incumbent will report to the Associate Administrator for the Office who sets the overall objectives for the work. The supervisor and employee develop mutually acceptable work plans which typically include identification of the work to be done, the scope of the work, and deadlines for its completion. Within established work assignments, the employee is responsible for planning and organizing work, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the work. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed assignments, projects, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

## **Factor 3 - Guidelines**

**Level 3-3 (275 points)**

Guidelines consist of standard reference material and manuals covering the application of analytical methods and techniques and the subjects involved. Analytical methods are not always directly applicable to specific work assignments; however, precedent studies of similar subjects are available for reference. At this level, work assignments are covered by a wide variety of administrative regulations and procedural guidelines. The employee must use judgment in researching regulations, and in determining the relationship between guidelines and organizational efficiency, program effectiveness, or employee productivity.

**Factor 4 - Complexity****Level 4-4 (225 points)**

Plans and implements administrative programs for an organization. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program. The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems effecting program support for the office. Requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. Refines existing work methods and techniques for application to the analysis of specific issues and resolution of administrative problems.

**Factor 5 - Scope and Effect****Level 5-3 (150 points)**

The incumbent plans and carries out projects to improve the efficiency and productivity of the organization and employees in administrative support activities. At this level, the employee identifies, analyzes, and makes recommendations to resolve conventional problems and situations in work-flow, work distribution, appraisal, organizational structure, and administration. Employees may be assigned portions of broader studies of largely administrative organizations or participate in the evaluation of program effectiveness at the operating level. Completed reports and recommendations influence decisions by managers concerning the internal administrative operations of the organizations and activities studied. Applies accepted principles, methods, and guidelines to the clerical aspects of program implementation at the operating level.

**Factor 6/7 - Personal Contacts/Purpose of Contacts****Level 3c (180 points)**

Personal contacts include employees, supervisors, and managers of the same agency, but outside of the immediate office, and contacts at the Senate, White House, OMB, and other Federal agencies in a moderately unstructured setting.

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on administrative operations. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**Factor 8 - Physical Demands****Level 8-1 (5 points)**

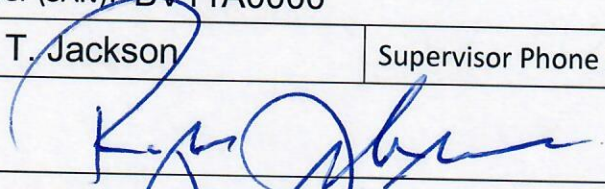
The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9 - Work Environment****Level 9-1 (5 points)**

The work is typically performed in an adequately lighted and climate-controlled office. May require occasional travel.

**Total Points: 2540****GS-11 Grade Range: 2355-2750**

## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: Office of Congressional & Intergovernmental Relations	
Position Title: Special Assistant to OCIR	
Pay Plan/Series/Grade (Full Performance Level): GS-0301-11	
Service Agreement Number (SAN): BV11A0000	
Supervisor Name: Ryan T. Jackson	Supervisor Phone Number:
Supervisor Signature: 	

### STANDARDIZED POSITIONS

Position Title
Select One

### NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="checkbox"/> Federal Agency <input type="checkbox"/> Interest Groups <input type="checkbox"/> Agency <input type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input type="checkbox"/> Private Industry <input type="checkbox"/> State <input type="checkbox"/> Media <input type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain: Day to day responsibilities in his/her managerial capacity.		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.



## Position Designation Record

Agency EPA  
 Position Title Special Assistant to the Office of Congressional and Intergovernmental Relations  
 Series and Grade/Pay GS-0301-11  
 Band  
 Position Description GS19038  
 Number  
 Designator's Name & Title Barbara Dangler, HR Spec

### Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
<p>Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)</p>	<p>Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>
<p>Government service delivery, including customer service or public liaison duties</p>	<p>Duties involve customer service responsibilities and/or public liaison that could negatively</p>



<b>Duties</b>	<b>Degree of Potential for Compromise or Damage</b>
	<p>impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>

### Adjustment for Program Designation and Level of Supervision

<b>Adjustments</b>	<b>Label</b>
<b>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</b>	Agency impact
<b>Adjustment for level of supervision or other controls</b>	Periodic, ongoing review - ability to act independently a lot of the time

### Total Points Designation

<b>Label</b>	<b>Points</b>
<b>Total Initial Position Designation Points from Step 2</b>	30
<b>Adjusted Position Designation Points from Step 3</b>	20

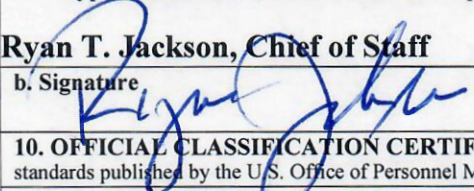
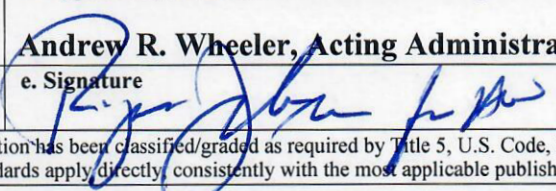
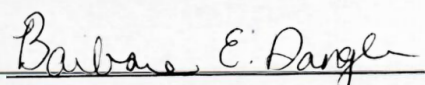
<b>Investigation</b>	<b>Form Required</b>
T2 and T2S	SF 85P

<b>Sensitivity</b>	<b>Risk Level</b>
Non-Sensitive	Moderate Risk

Signature: Barbara E. Dangler

Date: 4/10/19

Name: Barbara Dangler

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPGS19031	
3. <b>CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	Special Advisor for House Relations	GS	0301	11	001
<b>4. Supervisor's Recommendation</b>	SPECIAL ADVISOR FOR HOUSE RELATIONS	GS	0301	11	
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)			<b>6. NAME OF EMPLOYEE</b> KOLB, John M.		
			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Office of Congressional & Intergovernmental Relations			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0F000000		
<b>8. SUPERVISORY STATUS</b>					
<p><input type="radio"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p><input type="radio"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p><input type="radio"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p><input type="radio"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p><input type="radio"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p><input checked="" type="radio"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>  Ryan T. Jackson, Chief of Staff			<b>d. Typed Name and Title of Second-Level Supervisor</b>  Andrew R. Wheeler, Acting Administrator		
<b>b. Signature</b> 		<b>c. Date</b> 2/26/19	<b>e. Signature</b> 		<b>f. Date</b> 2/26/19
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="radio"/> This position has no promotion potential <input type="radio"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b> <input type="radio"/> 1 Low <input checked="" type="radio"/> 2 Moderate <input type="radio"/> 3 High Security Clearance Required: No		<b>c. Financial Disclosure Form</b> OGE-450 Required <input checked="" type="radio"/> OGE-278 Required No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="radio"/> may be IA'ed <input checked="" type="radio"/> may not be IA'ed <input type="radio"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input checked="" type="radio"/> NONEXEMPT <input type="radio"/> EXEMPT* (*check exemption category) <input type="radio"/> Administrative <input type="radio"/> Professional <input type="radio"/> Executive		<b>f. Functional Classification Code</b>  N/A	
<b>g. Bargaining Unit Code</b>  8888	<b>h. Check, if applicable:</b> <input type="radio"/> Medical Monitoring Required <input type="radio"/> Extramural Resources Management Duties ( 0 % of time) <input type="radio"/> This position is subject to random drug testing ( )		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 4/26/19
<b>11. REMARKS</b> Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					



**SPECIAL ADVISOR FOR HOUSE RELATIONS**  
**GS-0301-11**

**INTRODUCTION**

This position is located in the immediate office of the Office of Congressional and Intergovernmental Relations, in the Office of the Administrator. The incumbent assists the Associate Administrator (AA) and Deputy Associate Administrator (DAA) for the Office of Congressional and Intergovernmental Relations (OCIR) and other senior officials on OCIR relations and other aspects of the Agency's programs and activities.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Evaluates, analyzes and initiates actions for planning and managing a comprehensive program to support complex tasks that cross program offices, Federal agencies, regional, and state boundaries.
2. Maintains continuing liaison with Members of Congress, especially in the House of Representatives, on matters pertaining to programs, plans and policies of the Agency. Maintains a comprehensive knowledge of EPA programs and activities and the related policies of the Administrator. Keeps informed of the philosophies, convictions and special interests of the Administrator and his/her senior level staff. Keeps abreast of the major programs and policies of the Agency that are legislative in nature and are of interest and concern to various members of Congress.
3. Serves as the point of contact for coordinating with other EPA offices on cross cutting issues on behalf of OCIR.
4. Researches and coordinates data on existing and/ or newly established organizations, positions, programs, and policies by gathering and maintaining centralized records and reports as required by Federal law, regulation, and Agency procedures.
5. Incumbent is responsible for planning, organizing, and carrying out program assignments to maintain, improve or create systems and programs directly related to the activities and events associated with OCIR. Applies practical knowledge and skills to identify new methods, approaches, or procedures to eliminate and avoid concerns, issues, and/or perspectives regarding the operations of staff throughout the Office. Works closely with senior staff members to ensure changes and set timeframes are feasible, effective, and timely. Outcomes are expected to create immediate results and have long-term impact.



6. Prepares informational material based on established policies and guidelines. The incumbent will consult with the supervisor to interpret and adapt these policies and guidelines to meet specific circumstances.
7. Attends bi-weekly White House Legislative Affairs with, or in place of, the Associate Administrator to represent EPA. Conducts ongoing liaison with the organizations within the Agency, Regional offices, the House of Representatives, the White House, OMB, and other Federal agencies to assure continuous harmonized relationships and to promote a cooperative interchange of concepts and ideas.
8. Performs other related duties as assigned.

### **FACTOR LEVEL DESCRIPTIONS**

#### **Factor 1 - Knowledge Required by the Position**

**Level 1-7 (1250 points)**

Extensive knowledge and understanding of administrative principles, practices, methods and techniques, and skill in integrating management services and program support with the general management of an organization to support House relations and the AA.

Knowledge and skill in applying analytical and evaluative methods and techniques to a wide variety of issues sufficient to plan, organize, and carry-out program assignments to maintain, improve or create systems and programs directly related to the activities and events associated with the Office of Congressional and Intergovernmental Relations.

Keeps informed of the philosophies, convictions and special interests of the Administrator and his/her senior level staff. Keeps abreast of the major programs and policies of the Agency that are legislative in nature and are of interest and concern to various members of the House of Representatives.

Ability to develop procedures for the conduct of administrative support functions for management as well as resolution of the difficult every-day problems encountered in the organization serviced.

Knowledge of and skill in identify new methods, approaches, or procedures to eliminate and avoid concerns, issues, and/or perspectives regarding the operations of staff throughout the Office.

Knowledge of EPA regulations and policies, pertinent laws, regulations, policies and precedents which affect administrative operations of the Office of Congressional and Intergovernmental Relations.

Interpersonal skill in presenting recommendations and negotiating solutions.

#### **Factor 2 - Supervisory Controls**

**Level 2-4 (450 points)**

The incumbent will report to the Associate Administrator for the Office who sets the overall objectives for the work. The supervisor and employee develop mutually acceptable work

plans which typically include identification of the work to be done, the scope of the work, and deadlines for its completion. Within established work assignments, the employee is responsible for planning and organizing work, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the work. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed assignments, projects, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

### **Factor 3 - Guidelines**

**Level 3-3 (275 points)**

Guidelines consist of standard reference material and manuals covering the application of analytical methods and techniques and the subjects involved. Analytical methods are not always directly applicable to specific work assignments; however, precedent studies of similar subjects are available for reference. At this level, work assignments are covered by a wide variety of administrative regulations and procedural guidelines. The employee must use judgment in researching regulations, and in determining the relationship between guidelines and organizational efficiency and program effectiveness.

### **Factor 4 - Complexity**

**Level 4-4 (225 points)**

Plans and implements administrative programs for an organization. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program. The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems effecting program support for the office. Requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wider range of variables. Refines existing work methods and techniques for application to the analysis of specific issues and resolution of administrative problems.

### **Factor 5 - Scope and Effect**

**Level 5-3 (150 points)**

The incumbent plans and carries out projects to improve the efficiency and productivity of the organization. At this level, the employee identifies, analyzes, and makes recommendations to resolve conventional problems and situations in work-flow, work distribution, evaluation of programs, organizational structure, and administration. Employees may be assigned portions of broader studies of largely administrative organizations or participate in the evaluation of program effectiveness at the operating level. Completed reports and recommendations influence decisions by managers concerning the internal administrative operations of the organizations and activities studied. Applies accepted principles, methods, and guidelines to the clerical aspects of program implementation at the operating level.

### **Factor 6/7 - Personal Contacts/Purpose of Contacts**

**Level 3c (180 points)**

Personal contacts include employees, supervisors, and managers of the same agency, but outside of the immediate office, and contacts at the House of Representatives, White House, OMB, and other Federal agencies in a moderately unstructured setting.

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on administrative operations. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

**Factor 8 - Physical Demands**

**Level 8-1 (5 points)**

The work is primarily sedentary, although some slight physical effort may be required.

**Factor 9 - Work Environment**

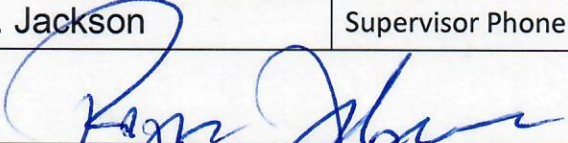
**Level 9-1 (5 points)**

The work is typically performed in an adequately lighted and climate-controlled office. May require occasional travel.

**Total Points: 2540**

**GS-11 Grade Range: 2355-2750**

## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: Office of the Administrator - OCIR	
Position Title: Special Advisor for House Relations	
Pay Plan/Series/Grade (Full Performance Level): GS-0301-11	
Service Agreement Number (SAN): BV11A0000	
Supervisor Name: Ryan T. Jackson	Supervisor Phone Number:
Supervisor Signature: 	

### STANDARDIZED POSITIONS

Position Title
Select One

### NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input type="radio"/> Yes	<input type="radio"/> No
<input type="checkbox"/> Federal Agency <input type="checkbox"/> Interest Groups <input type="checkbox"/> Agency <input type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input type="checkbox"/> Private Industry <input type="checkbox"/> State <input type="checkbox"/> Media <input type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

*\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.*



## Position Designation Record

Agency EPA  
 Position Title Special Advisor for House Relations  
 Series and Grade/Pay GS-0301-11  
 Band  
 Position Description GS19031  
 Number  
 Designator's Name & Title Barbara Dangler, HR Spec

### Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
<p>Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)</p>	<p>Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>
<p>Government service delivery, including customer service or public liaison duties</p>	<p>Duties involve customer service responsibilities and/or public liaison that could negatively</p>

<b>Duties</b>	<b>Degree of Potential for Compromise or Damage</b>
	<p>impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>

### Adjustment for Program Designation and Level of Supervision

<b>Adjustments</b>	<b>Label</b>
<b>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</b>	Agency impact
<b>Adjustment for level of supervision or other controls</b>	Periodic, ongoing review - ability to act independently a lot of the time

### Total Points Designation

<b>Label</b>	<b>Points</b>
<b>Total Initial Position Designation Points from Step 2</b>	30
<b>Adjusted Position Designation Points from Step 3</b>	20

<b>Investigation</b>	<b>Form Required</b>
T2 and T2S	SF 85P

<b>Sensitivity</b>	<b>Risk Level</b>
Non-Sensitive	Moderate Risk

Signature: Barbara E. Dangler

Date: 4/4/19

Name: Barbara Dangler

## **STATEMENT OF WORK**

### **TITLE, SERIES, GRADE**

Senior Congressional and Intergovernmental Relations Liaison, AD-0301-00

### **ORGANIZATION**

U.S. Environmental Protection Agency  
Region 5

### **TITLE AND GRADE OF SUPERVISOR**

Associate Administrator, Region 5

### **STATEMENT OF RESPONSIBILITIES**

1. The position's work impacts the effectiveness of EPA's Congressional, State and local relations in the six states comprising EPA Region 5. Provides comprehensive advice and recommendations on Congressional and intergovernmental relations as they impact environmental policy at the regional and national levels. The incumbent develops strategic outreach initiatives with Region 5's Congressional, state and local elected officials. The incumbent works closely with and is responsible for assuring close communication and collaboration with the Office of Congressional and Intergovernmental Relations (OCIR) in Washington, DC and is the primary point of contact for the Office of Congressional and Intergovernmental Relations (OCIR) staff, in the region.
2. Has broad authority and wide latitude for the exercise of independent judgement in the achievement of the objectives of the Congressional and intergovernmental program. Develops and implements plans for the program on a regional level, determining the best methods to be used and approaches to be taken, resolving conflicts that arise and coordinates work with program officials and external groups.
3. Represents senior regional leadership in all types of contacts with Congressional, State and local government representatives. The incumbent's advice, counsel, recommendations and decisions are often provided in situations that require exceptional adaptability and sensitivity to the concerns and needs of these constituencies.
4. As a member of the Region's senior leadership team, represents congressional and intergovernmental affairs at the weekly senior leadership meetings. The incumbent takes direction on Congressional outreach from the Office of the Regional Administrator and OCIR and assures that the Congressional Affairs Team implements the direction provided. The individual builds upon the experience and relationships established by the current intergovernmental liaison officers and enhances the team's efforts to create a dynamic and even more effective outreach team.



5. Reports to the Regional Administrator (RA) and works in close coordination and takes direction from the Regional Chief of Staff. The incumbent serves as the Senior Congressional Advisor to the Regional Administrator, Chief of Staff and Deputy Regional Administrator and other senior management officials to provide these officials with an awareness and understanding of Congressional views and priorities as they develop and implement programs, policies and projects. The incumbent initiates communications and monitors issues to provide Region 5 and OCIR staff with timely information on Congressional and State and local governmental activities.
6. The incumbent reviews and prepares responses to Congressional correspondence and coordinates with OCIR on issues that require Headquarters' (HQ) review and involvement, assuring timely responses and follow-up.
7. Anticipates Congressional interest in Region 5 activities and proactively keeps members and their staff informed and up-to-date on developments. Initiates communication with Congressional, State and local government offices to alert them to EPA actions or announcements. Develops materials to share with these offices to make sure they are aware of the positive stories and work that is being conducted in their districts by EPA and our State and Tribal regulatory partners. Informs Congressional, State and local officials of EPA event opportunities in their geographical area as appropriate and in coordination with Region 5 Public Affairs, and HQ Office of Public Affairs and OCIR, inviting them to participate.
8. The incumbent works closely with the Region's Public Affairs staff and enlists their help and expertise in developing materials, and also provides expertise to the Public Affairs staff as initiatives and communications plans are developed and implemented.

## Position Designation Record

Agency EPA  
 Position Title Senior Congressional & Intergovernmental Relations Liaison  
 Series and Grade/Pay AD-0301-00  
 Band  
 Position Description TBD  
 Number  
 Designator's Name & Title Barbara Dangler, HR Spec

### Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	One or more of the following: <ul style="list-style-type: none"> <li>• Management duties with less than moderate impact on programs</li> <li>• Regulation or policy input is limited to contributing to working groups or providing technical input</li> </ul>
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to: <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> </ul>

<b>Duties</b>	<b>Degree of Potential for Compromise or Damage</b>
	<ul style="list-style-type: none"> <li>• Government programs or operations impacting the public's trust</li> </ul>
Government service delivery, including customer service or public liaison duties	<p>Duties involve customer service responsibilities and/or public liaison that could negatively impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>

#### Adjustment for Program Designation and Level of Supervision

<b>Adjustments</b>	<b>Label</b>
<b>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</b>	Agency impact
<b>Adjustment for level of supervision or other controls</b>	Periodic, ongoing review - ability to act independently a lot of the time

#### Total Points Designation

<b>Label</b>	<b>Points</b>
<b>Total Initial Position Designation Points from Step 2</b>	31
<b>Adjusted Position Designation Points from Step 3</b>	21

<b>Investigation</b>	<b>Form Required</b>
T2 and T2S	SF 85P

Label	Points
-------	--------

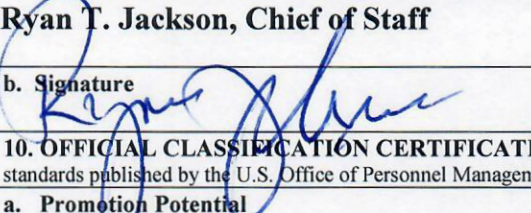
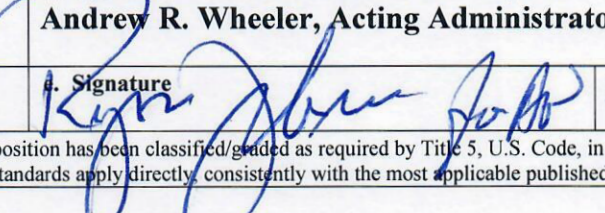
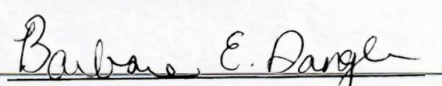
Sensitivity	Risk Level
Non-Sensitive	Moderate Risk

Signature: Barbara E. Dangler

Date: 3/13/19

Name: Barbara Dangler



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b>  Washington, DC		<b>2. POSITION NUMBER</b>  EPGS19035	
3. <b>CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position AAGEG, TS-98; 8/90; Handbook of Occupational Groups & Families; 12/18					
		<b>b. Title</b>		<b>c. Pay Plan</b>	<b>d. Series</b>
<b>Official Allocation</b>	Chief Sustainability Officer		GS	0340	15
<b>4. Supervisor's Recommendation</b>	Chief Sustainability Officer			0301	15
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> SKIDMORE, Charlotte		
			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Mission Support					
c.			h. Employing Office Location - Washington, DC		
d.			i. Organization Code - H0000000		
<b>8. SUPERVISORY STATUS</b>					
<p>Ⓒ [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p>Ⓒ [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p>Ⓒ [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p>Ⓒ [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p>Ⓒ [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p><input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Ryan T. Jackson, Chief of Staff			<b>d. Typed Name and Title of Second-Level Supervisor</b> Andrew R. Wheeler, Acting Administrator, EPA		
<b>b. Signature</b> 		<b>c. Date</b> 3/14/19	<b>e. Signature</b> 		<b>f. Date</b> 3/14/19
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential Ⓒ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b> Ⓒ 1 <input type="checkbox"/> Low Ⓒ 2 <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> 3 <input type="checkbox"/> High Security Clearance Required: No		<b>c. Financial Disclosure Form</b> OGE-450 Required XOGE-278 Required No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position Ⓒ may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed Ⓒ is limited to current incumbent	
		<b>e. FLSA Determination</b> Ⓒ NONEXEMPT Ⓒ <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative Ⓒ Professional Ⓒ Executive		<b>f. Functional Classification Code</b>  N/A	
<b>g. Bargaining Unit Code</b>  8888		<b>h. Check, if applicable:</b> Ⓒ Medical Monitoring Required Ⓒ Extramural Resources Management Duties ( 0 % of time) Ⓒ This position is subject to random drug testing ( )		<b>i. Classifier's Signature</b> 	
				<b>j. Date</b> 4/25/19	
<b>11. REMARKS</b> Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

## **Chief Sustainability Officer**

**GS-0340-15**

### **INTRODUCTION:**

Executive Order 13834 dated May 17, 2018, regarding efficient Federal operations requires the establishment of the position of Chief Sustainability Officer (CSO). The CSO is charged with implementing Federal Sustainability policies and strategies to ensure that the Agency leads by example in its own operations and prioritizes reducing waste, cutting costs, enhancing the resiliency of Federal infrastructure and operations, and that these reductions are tracked to ensure accountability. The Environmental Protection Agency (EPA) shall provide funding and administrative support and the position will be maintained at Council on Environmental Quality (CEQ).

### **DUTIES AND RESPONSIBILITIES**

The incumbent plays an instrumental part on the Federal Sustaining and Procurement Policy; operates with a close linkage to existing activities in various Agency offices and relies heavily on these offices in developing and implementing an agenda for the Council; and develops an overall strategy for Federal government programs in the recycling area. In consultation with the various Agency Environmental Executives, the Chief Sustainability Officer shall:

1. Monitor progress and advise the Chair of CEQ on Agency implementation of E.O. 13834.
2. Identify and recommend initiatives for Agency-wide implementation that will promote the purposes of Executive Order implementation of E.O. 13834 and appropriate incentives to encourage the acquisition of recycled and environmentally preferable products by the Agency; develop an Agency implementation plan and guidance for instituting economically efficient federal waste prevention, energy and water efficiency programs, and recycling programs within the Agency; and develops a plan for making maximum use of available funding assistance programs .
3. Collect and disseminate information concerning methods to reduce waste, materials that can be recycled, costs and savings associated with waste prevention and recycling, and current market sources of products that are environmentally preferable or produced with recovered materials.



4. Chairs and convenes at quarterly meetings, determines the agenda, and directs the work of the Steering Committee;
5. Leads the development of programs and policies to assist the Agency in implementing the goals of this order in coordination with Department of Energy (DOE), the General Services Administration (GSA), and other agencies as appropriate; analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.
6. The Chief Sustainability Officer serves as a technical expert resource for priority issues and initiatives at EPA and CEQ. The incumbent serves as a technical expert in utilization of the personal skills, knowledge of the interrelationship of Federal Agency and Office functions and responsibilities in providing expert analyses and recommendations on a wide variety of technical and difficult matters impacting and affecting successful operation of the Agency's waste reduction, recycling and procurement preference programs.
7. The incumbent is responsible for directing and overseeing the complex and sensitive projects and initiatives in a short time frame. These projects require skill to establish and maintain high level working relationships with other Agencies across the Federal community and external groups or organizations.
8. The employee must maintain an awareness of and take into consideration the effect that proposed Office initiatives or proposals would have on other Federal agencies and programs. Serves in a lead role in carrying out actions involved in coordinating substantive programs with internal and external organizations. Determines or recommends actions to be taken and maintains effective relations with interested groups. As the representative of the FEE incumbent has responsibility to serve as the liaison in meeting with key officials of appropriate Federal agencies; non-Federal agencies; representatives of private industry, management, and professional groups; and members of environmental organizations and the general public to ensure awareness of potential issues and advise and coordinate on all aspects of Office programs. Keeps abreast of important legislative or program developments both within OFEE and without which may affect the Agency's successful monitoring of waste reduction, recycling, and, procurement programs.
9. Knowledge of the major environmental statutes, Executive Orders, rules and regulations dealing with recycling, waste production associated with the Federal

sustainability laws, policies, regulations, and precedents applicable to the administration of Office of Federal Sustainability programs. Expert knowledge of Office and Administration program goals and objectives as well as the sequence and timing of key Office and program events and milestones, and methods of evaluating the overall contribution of program accomplishments to meeting basic Office missions. Skills to plan, organize and direct efforts to negotiate effectively with management and non- management officials including those from other Federal and non-Federal entities to accept recommendations and plans of action to be in conformance with the administration of the Federal Government's waste, reduction, recycling and procurement programs for the EPA.

10. Participate in the work of the Council on Federal Recycling and Procurement Policy which is comprised of the Chairman of the Council on Environmental Quality, Administrator of the Office of Federal Procurement Policy (OFPP), and the Recycling Coordinator and the Recycling Coordinator and Federal Procurement Executive from each of the following agencies: Environmental Protection Agency, Department of Defense (DOD), General Services Administration, National Aeronautics and Space Administration (NASA), Department of Energy, Department of Commerce (DOC), and the Department of Interior (DOI).
11. Provide guidance and assistance to the Agency in setting up and reporting on Agency programs and monitoring their effectiveness. Coordinate and provide direction to relevant existing workgroups through quarterly meetings to ensure that opportunities for improvement in implementation of this order are identified and addressed.
12. Coordinate appropriate Agency-wide education and training programs.
13. Performs other duties as assigned.

## **FACTOR LEVELS**

### **Factor 1 - Knowledge Required by the Position**

**Level 1-8; 1550 pts.**

Mastery of qualitative and quantitative analysis principles, methods, practices techniques, and analytical methods. Skills to apply this mastery in developing new methods and approaches in planning, integrating and evaluating sustainable programs and policies for the Agency. Knowledge and skill to advise other specialists inside and outside the Agency, as well as senior leadership and decision-makers, on issues of developing, communicating, or enhancing program matters involving interaction within the Agencies, with State, local, and Federal agencies, and with environmental councils.

Knowledge and skill sufficient to direct the Office of Federal Sustainability programs. The incumbent draws on a wide breadth of management and executive knowledge and ability.

Knowledge of the major environmental statutes, Executive Orders, rules and regulations



dealing with recycling, waste production associated with the Federal sustainability laws, policies, regulations, and precedents applicable to the administration of Office of Federal Sustainability programs. Expert knowledge of Office and Administration program goals and objectives as well as the sequence and timing of key Office and program events and milestones, and methods of evaluating the overall contribution of program accomplishments to meeting basic Office missions.

Mastery of advanced sustainability principles and practices along with a comprehensive knowledge of strategic planning, and analysis sufficient to perform long-range and short-range program planning and strategy development and recommend implementation strategies which cut across all programs of the Agency and have potential wide-ranging impact on program functions. Ability to plan and manage multiple high-level and high-stakes projects with short deadlines; sets priorities.

Comprehensive knowledge of laws, regulations, policy, and issues relating to environmental sustainability; the Agency's mission, program responsibilities and the current status of decisions and policies; sequence of timing of key program events and milestones; and specialized terminology applicable to the work sufficient to develop recommendations, objectives or programs to address the most urgent needs of the program; and discuss and explain controversial aspects of policy with the Administrator, senior management and external stakeholders.

In-depth knowledge of relationships with other governmental and non-governmental entities and public and private institutions; ability to target data for historical research related to Agency operations and relationships with outside parties; and analyze data collected.

Ability to perform policy analysis; knowledge of methods of evaluating the worth of program accomplishments; and ability to recommend action for improvement in the effectiveness of relationships between Agency mandates and goals of stakeholders sufficient to develop, extend or modify the purpose, function or direction of national level environmental sustainability programs.

Skill in written communication sufficient to organize and summarize large amounts of information; and write quickly and clearly on technical issues for both technical and non-technical audiences.

Skill in oral communication sufficient to make presentations to senior leadership and represent the Agency in public fora.

## **Factor 2 - Supervisory Controls**

**Level 2-5; 650 pts.**

Incumbent serves as the Agency's senior advisor and authoritative expert on environmental sustainability who can provide objective analyses of program operations and recommend integration strategies. The incumbent reports to the Principal Deputy Assistant Administrator for Mission Support.

Incumbent is a recognized authority in the analysis and evaluation of programs and issues and is subject only to administrative and policy direction concerning overall project priorities and objectives. Incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or

organizational effectiveness. The supervisor provides administrative guidance solely in the form of general legislative, mission or policy direction. Incumbent has the highest degree of independence in seeking optimum solutions to problems. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled. Findings and recommendations are normally accepted without significant change.

**Factor 3 – Guidelines**

**Level 3-5; 650 pts.**

Guidelines consist of laws, regulations, and directives, Agency policies, basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, State and local laws, or policy initiatives of Agency management. The employee uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by others within and outside the organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

**Factor 4 – Complexity**

**Level 4-6; 450 pts.**

The work consists of the analysis of broad functions and processes which may affect all Agency operations. Plans, organizes, and completes analytical studies involving the substance of key Agency programs that will enhance the ability of the Agency to implement mandates, measure their effectiveness and enact change to processes as necessary. There is extreme difficulty in identifying the nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent in program actions.

**Factor 5 - Scope and Effect**

**Level 5-6; 450 pts.**

Performs very broad and extensive work assignments related to Agency environmental sustainability programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of Agencies. In many cases, studies are of major importance to each of several Departments and Agencies, and there may be disagreements about which Department, Agency, or Program Office within EPA has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested Agencies or with outside groups.

Recommendations involve highly significant programs or policy matters and may have an impact on several Departments or Agencies and may result in substantial redirection of federal efforts or policy related to major national issues. Results of work are critical to the mission of the Agency or affect large numbers of people on a long-term, continuing basis.

**Factor 6 - Personal Contacts**

**Level 6-4; 110 pts.**

Personal contacts are with high-ranking officials both inside and outside of the Agency, including the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency stakeholders. Contacts are also with persons outside the Agency which may include Congressional contacts, political officials, consultants, contractors or business executives. Contacts include the head of the Agency and program officials at all managerial levels both within EPA and

external to the Agency, such as fellow representatives on environmental councils.

**Factor 7 - Purpose of Contacts**

**Level 7-d; 220 pts.**

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

**Factor 8 - Physical Demands**

**Level 8-1; 5 pts.**

The work is primarily sedentary, although some light physical effort may be required.

**Factor 9 - Work Environment**

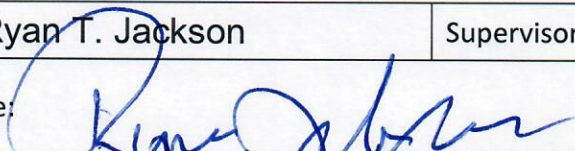
**Level 9-1; 5 pts.**

Work is typically performed in an adequately lighted and climate-controlled office.

**TOTAL POINTS: 4090**

**GS-15 Grade Range: 4055 - up**

## POSITION RISK & SENSITIVITY DESIGNATION CHECKLIST

Position's Organization: Chief Sustainability Officer	
Position Title: Director, Regulatory Support and Science Policy Div.	
Pay Plan/Series/Grade (Full Performance Level): -0301-15	
Service Agreement Number (SAN):	
Supervisor Name: Ryan T. Jackson	Supervisor Phone Number:
Supervisor Signature: 	

### STANDARDIZED POSITIONS

Position Title
Select One

### NON-STANDARDIZED POSITIONS

For All Non-Standardized positions, provide the following information:

1. Does the position require access or eligibility for access to classified information?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
2. Does the position involve National Security duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
3. Does the position involve fiduciary responsibilities/obligation or approval of funds?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--If Yes, Select--		
4. Does the position involve public contact/interaction/liaison duties?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="checkbox"/> Federal Agency <input type="checkbox"/> Interest Groups <input type="checkbox"/> Agency <input type="checkbox"/> Local Agency <input type="checkbox"/> Tribal Government <input type="checkbox"/> Academia <input type="checkbox"/> Private Industry <input type="checkbox"/> State <input type="checkbox"/> Media <input type="checkbox"/> General Public		
5. Does the position involve access to or control over personal, private, sensitive but unclassified, controlled classified, or proprietary information?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If Yes, Explain: Day to day responsibilities in his/her managerial capacity.		
6. Does the position require access to or control over hazardous or dangerous material (toxic, nuclear, biological, chemical, radiological)?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		
7. Does the incumbent make independent decisions or authoritative recommendations not subject to substantive verification or supervisory approval/sign off?	<input type="radio"/> Yes	<input checked="" type="radio"/> No
If Yes, Explain:		

*\*Supervisors, GS-14 and above positions, and scientific/engineering positions are at least non-sensitive, moderate risk. Division Directors and Deputy Directors are at least non-sensitive, high risk. Criminal Investigator positions are always critical-sensitive, high risk.*



## Position Designation Record

Agency EPA

Position Title Chief Sustainability Officer

Series and Grade/Pay GS-0340-15

Band

Position Description GS19035

Number

Designator's Name & Title Barbara Dangler, HR Spec

### Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>• Mid-level management duties or assignments</li> <li>• Assists agency rule-makers or policy decision-makers for significant public trust government programs in an influential way</li> <li>• Responsible for independent or semi-independent action with moderate impact on efficiency and integrity of the service</li> <li>• Significant public contact about important government programs impacting the public's trust</li> </ul>
Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of	Access and control over personal, private, proprietary, or controlled

Duties	Degree of Potential for Compromise or Damage
personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)	<p>unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>
Government service delivery, including customer service or public liaison duties	<p>Duties involve customer service responsibilities and/or public liaison that could negatively impact the public's trust through moderate damage/harm to:</p> <ul style="list-style-type: none"> <li>• The integrity or efficiency of the service</li> <li>• Individuals or business entities</li> <li>• Government programs or operations impacting the public's trust</li> </ul>

### Adjustment for Program Designation and Level of Supervision

Adjustments	Label
<b>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</b>	Multi-agency impact
<b>Adjustment for level of supervision or other controls</b>	Limited or no supervision - ability to act independently in almost all areas almost all of the time

## Total Points Designation

Label	Points
Total Initial Position Designation Points from Step 2	45
Adjusted Position Designation Points from Step 3	60

Investigation	Form Required
T4	SF 85P

Sensitivity	Risk Level
Non-Sensitive	High Risk

Signature: Barbara E. DanglerDate: 4/24/19Name: Barbara Dangler